

Job Skills Checklist

There are thousands of job-specific skills. Here is a partial list to get you started on an inventory of YOUR skills. Circle all of the skills you have, then add as many others as you can think of. Using *O*Net Online* (<http://www.onetonline.org/>) to research jobs you've had in the past – or that you hope to be hired in soon – will help you add more skills to your list.

GENERAL JOB SKILLS

Accounting	Cooking	IT/Network Admin.	Sales
Administrative	Counseling	Landscaping	Scheduling
Auditing	Customer Service	Machine Operation	Software - specific
Building Maintenance	Dance, body movement	Management	Supervise others
Child Care	Desk Top Publishing	Mechanic	Teaching
Cleaning	Drafting	Metal Fabrication	Telemarketing
Clerical	Driving	Nursing	Typing
Computer - General	Editing	Performing	Welding
Computer Programming	Electronics Repair	Project planning	Writing
Construction	Engineering	Public Speaking	

TECHNICAL SKILLS

Assembling	Gathering	Modeling or remodeling	Sandblasting
Balancing, juggling	Grinding	Observing/inspecting	Separating
Designing	Hammering	Operating machines	Sewing
Drawing, sketching	Hand Crafts	Painting	Sorting
Driving	Key boarding, typing	Photography	Weaving
Endurance	Keypunching, drilling	Physical agility, strength	
Finishing/refinishing	Manual dexterity	Restoring	

SELF-MANAGEMENT SKILLS

Accept responsibility	Flexible	Learn quickly	Self-motivated
Ambitious	Follow instructions	Mature	Sense of direction
Ask questions	Friendly	Meet deadlines	(purpose)
Assertive	Get along well with	Outgoing	Sense of humor
Assume responsibility	others	Patient	Sincere
Competitive	Get things done	Persistent	Sociable
Complete assignments	Highly motivated	Physically strong	Solve problems
Creative	Honesty	Pleasant	Tactful
Decisive	Ingenious	Proud of doing a good	Tough
Dependable	Integrity	job	Trusting
Detail-oriented	Intelligent	Punctual	Understanding
Diplomatic	Inventive	Responsible	Willing to learn
Efficiency	Kind	Results-oriented	
Enthusiastic			

INTERPERSONAL & "PEOPLE" SKILLS

Caring	Diplomacy	Instructing	Respect
Comforting	Diversity	Interviewing	Responsive
Communicating	Empathy	Listening	Sensitive
Conflict management	Encouraging	Mediating	Sympathy
Conflict resolution	Group facilitating	Mentoring	Tolerance
Consulting	Helping others	Motivating	
Counseling	Inquiry	Negotiating	
Developing rapport	Inspiring trust	Problem solving	

DATA & ANALYTICAL SKILLS

Analyzing	Comparing	Financial Management	Recording facts
Auditing	Compiling	Financial or fiscal analysis	Research
Budgeting	Cost analysis	Financial records	Surveying
Calculating/computing	Counting	Investigating	Synthesizing
Checking for accuracy	Evaluating	Organizing	Taking inventory
Classifying	Examining		

COMMUNICATION & CONCEPTUAL SKILLS

Advertising	Design	Marketing	Telephone skills
Articulate	Edit	Phone/multi-line phone	Technical Writing
Artistic	Email	Presenting	Verbal Communication
Bilingual	Expressive	Promotional writing	Visualizing
Brainstorming	Imaginative	Public speaking	Writing
Clear	Internet	Publicity	
Concise	Inventive	Quick thinking	
Correspondence	Logical	Speech writing	

LEADERSHIP/MANAGERIAL SKILLS

Competitive	Influence others	Multi-tasking	Self-confident
Coordinating	Initiate new tasks	Negotiate agreements	Self-directed
Decision making	Integrity	Planning	Self-motivated
Decisive	Judgment	Reporting	Solve problems
Delegating	Manage or direct others	Risk taker	Strategic planning
Direct others	Mediate problems	Run meetings	
Goal setting	Motivate people	Scheduling	